PROPOSED AGENDA FOR MEETING WITH PHILIP MORRIS

May 24, 1993
2:00 p.m.
Conference Room 23A

Document Retention for Philip Morris U.S.A.

Attendees: Denise F. Keane, Esq., Virginia M. Murphy, Esq., and Clare C. Purcell, Legal Manager, of Philip Morris Inc.

James A. Jones, III, Esq., Donald Fried, Esq., Debbie G. Seidel, Esq., Stephen P. Demm, Esq., and Patricia Elliott, paralegal, of Hunton & Williams

A. Project Completion

1. Bill Lynch's review of original data and revision of retention schedules upon completion of same.

   a. Available documents
   b. Issue of "outdatedness"

2. Review of narrative descriptions of retention categories in order to determine if changes should be made.

3. Preparation of "Booklets" to be distributed with new retention schedules. The "Booklets" will contain the following information:

   a. Retention schedule for that department
   b. Glossary or description of categories
   c. Disposal Suspension Notices w/"List of Topics Potentially Related to Smoking & Health"
   d. History List for that Department
   e. Consolidated List of categories for that department
   f. Other items?

4. Revisions to Philip Morris U.S.A. manual -

   a. Issue of inclusion of inventory form

   b. Other revisions?

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5. Retraining of employees and distribution of revised PM manual.

   a. Timing
   b. Number of sessions

B. Legal Department Needs

1. Revised Legal Retention Chart

   a. Expanded explanation
   b. Cross referenced to retention schedules
   c. Annual update
   d. Reason for retention period

2. Other aids

   a. Legal research memoranda
   b. Alphabetical list of retention categories not legally mandated

C. Miscellaneous

1. Conversion of database from Hunton & Williams to Philip Morris

   a. Outside vendor

2. Items specific to ongoing project to be discussed with Ginny Murphy:

   a. Tracking system for schedules and maintenance forms.

   b. Memo from Ginny Murphy to Lewis Cummings regarding standardization of category names.

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May 20, 1993 - 4:29pm

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